



## STATE OF NEVADA — DEPARTMENT OF PERSONNEL

### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
DPS COLONEL	50	A	11.100
DPS LIEUTENANT COLONEL	49*	A	11.105

### SERIES CONCEPT

Under administrative direction of the Director of the Department of Public Safety (DPS), provide executive leadership to one of the largest divisions in the department; exercise all power and authority vested by law to carry out the mission of the division; and plan, organize, direct and control division resources to achieve overall department goals.

Establish operating policies and procedures, plans, goals and objectives of the division to comply with State and federal laws and to ensure that the division's mission of law enforcement is defined and achieved within overall department goals.

Prepare, institute, and monitor the division budget in order to ensure adequate funding of operations on a statewide basis; present prepared budget to the department director, State officials and the Legislature as required.

Direct division staff consistent with the statutes and regulations for personnel administration; ensure that all personnel are properly selected, appropriately trained, adequately equipped and motivated to perform assigned duties; evaluate such activities and take appropriate action to reinforce desirable performance or correct deficiencies.

Ensure that all branches of the division are sufficiently staffed and funded in order to carry out the enforcement of local, State and federal traffic and criminal laws; by administrative direction, provide for an effective State Criminal History Repository, Hazardous Materials Inspection, Transportation and Disposal Programs, and other programs designed to carry out laws and regulations.

Administer various systems crucial to statewide multi-agency law enforcement programs such as the Criminal Justice Information System (CJIS).

Provide for and direct information technology functions of the division through the formulation and implementation of policy and plans related to the division's hardware and software; establish priorities for the development of information systems and set standards and qualifications for access by division personnel and other law enforcement agencies.

Establish policies and procedures which provide security for the Governor as well as visiting dignitaries; formulate plans and policies regarding the deployment of peace officers in the event of riots, public demonstrations and disasters; assume operational control and command over all law enforcement agencies within the State upon declaration by the Governor of a state of emergency; serve as a member of the State committee which formulates and implements State Civil Defense Plans.

Represent the division before various public and civic groups; maintain active participation in community activities; establish and maintain membership or liaison with appropriate clubs and organizations; serve as the State's representative to various international, national, and State law enforcement agencies; maintain contact by representing the division before individuals and groups through oral and written presentations.

\* Reflects special salary adjustments of 3 grades granted by the Legislature to improve recruitment and retention

### SERIES CONCEPT (cont'd)

Determine the need for appropriate legislation with the approval of the department director; provide for the drafting and introduction of bill drafts to the Legislature; present testimony before various committees of the Legislature.

Perform peace officer and other related duties as assigned.

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### CLASS CONCEPTS

**DPS Colonel:** Incumbents at this level report directly to the department director and serve as the highest level executive in one of the largest divisions of the department. Specific responsibilities are described in the series concept and include the administration of all matters related to accomplishment of the division mission and goals; direction of law enforcement operations and activities; fiscal management and personnel administration.

**DPS Lieutenant Colonel:** Under administrative direction of the DPS Colonel, incumbents serve as deputy administrator to the highest ranking executive in one of the largest divisions in the department and fulfill specific responsibilities delegated by the DPS Colonel. The DPS Lieutenant Colonel represents the division and/or department to external entities and performs the duties of the DPS Colonel in his/her absence or as requested.

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### MINIMUM QUALIFICATIONS

#### SPECIAL NOTES AND REQUIREMENTS:

- \* As a condition of employment, pursuant to NRS 284.4066, all positions in this series have been identified as affecting public safety. Persons offered employment in this series must first submit to a pre-employment screening test for controlled substances.
- \* Applicants must meet and maintain current Peace Officer Standards & Training (P.O.S.T.) requirements as established in the Nevada Revised Statutes and Nevada Administrative Code.
- \* Incumbents must pass the P.O.S.T. fitness test and possess the physical and mental abilities to perform the essential functions of the position as a condition of continued employment.
- \* Incumbents must possess a valid Nevada Class C driver's license as prescribed in NRS as a condition of continued employment.
- \* Incumbents are subject to call-out, call back, shift work including evenings, weekends and holidays, and travel throughout the State as required.
- \* Specialized training and skills may be required for positions in this series and will be designated at the time of recruitment or list certification.
- \* Employees must meet firearms qualification/certification standards and proficiency requirements as established by agency policy.

#### DPS COLONEL

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university in public administration, business administration, criminal justice or related field and five years of increasingly responsible law enforcement management experience; **OR** Bachelor's degree from an accredited college or university in public administration, business administration, criminal justice, or related field; successful completion of training provided by the FBI National Academy, the Northwestern

## MINIMUM QUALIFICATIONS, (cont'd)

### DPS COLONEL (cont'd)

#### EDUCATION AND EXPERIENCE (cont'd)

School of Police Staff & Command, or the Southern Police Institute; and four years of increasingly responsible law enforcement management experience; **OR** two years of experience as a DPS Major in Nevada State service; **OR** one year of experience as a **DPS** Lieutenant Colonel in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

#### ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Working knowledge of:** principles and practices of public administration, organization and management; budgeting and fiscal management; strategic and program planning principles and practices; leadership methods and practices; principles and practices of personnel administration; development and implementation of agency goals, objectives and policies; cost/benefit analysis techniques. **Ability to:** plan, organize, direct and control comprehensive law enforcement programs, services and activities; prioritize work efforts and allocate staff, equipment and other resources accordingly; prepare and defend division programs and budgets; ensure the development and implementation of interagency operations and mutual aid agreements; respond appropriately to changes in demographics, program scope and funding as well as political and economic influences; provide the highest level of leadership and direction to a large organization; promote and maintain positive public relations with other criminal justice agencies and community organizations; *and all knowledge, skills and abilities required at the lower DPS management level classes.*

#### FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Working knowledge of:** duties and responsibilities typical of a chief executive officer; organizational structure and dynamics. **Ability to:** effectively present and advocate for division/department programs and policies.

### DPS LIEUTENANT COLONEL

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university in public administration, business administration, criminal justice, or related field and four years of increasingly responsible law enforcement management experience; **OR** Bachelor's degree from an accredited college or university in public administration, business administration, criminal justice, or related field; successful completion of training provided by the FBI National Academy, the Northwestern School of Police Staff & Command, or the Southern Police Institute; and three years of increasingly responsible law enforcement management experience; **OR** one year of experience as a DPS Major in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

#### ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Working knowledge of:** law enforcement; legal processes; budgeting and planning; personnel management and organization methods. **Ability to:** develop and track progress toward goals, objectives and programs of a law enforcement agency; interpret laws, policies and regulations to achieve the mandate of the division and department; supervise subordinates effectively and efficiently; analyze situations rapidly and accurately and respond appropriately; communicate effectively both orally and in writing; *and all knowledge, skills and abilities required at the lower DPS management level classes.*

#### FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Working knowledge of:** the State and legislative budget process. **Ability to:** act on behalf of the Colonel in planning, organizing, directing and controlling a statewide law enforcement agency.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>11.100</u>	<u>11.105</u>
ESTABLISHED:	6/29/73	9/18/95UC
REVISED:	8/15/78-3	
REVISED:	3/10/86R	
	7/18/86PC	
REVISED:	8/6/87-3	
REVISED:	7/1/89LG	
	7/1/91P	
REVISED:	10/19/90PC	
REVISED:	11/15/91PC	
REVISED:	7/1/93LG	
REVISED:	7/1/95LG	
REVISED:	3/29/01UC	3/29/01UC
REVISED:	7/1/01LG	7/1/01LG
REVISED:	7/1/05P	7/1/05P
	3/25/05PC	3/25/05PC
REVISED:	1/9/06R	
	2/10/06PC	